

# Arkansas Travel Card Program

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*State Credit Card Administrator*

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*State Credit Card Coordinator*

**Office of State Procurement**





**<https://access.usbank.com>**

**[www.arkansas.gov/dfa/procurement](http://www.arkansas.gov/dfa/procurement)**

# Facts

- A new Travel Card contract has been awarded to US Bank. They will be providing P-Cards and Travel cards.
- At this time UMB will continue to honor current travel cards.
- There will be 2 types of accounts: A sponsored account, and a cardless (ghost) account.
- Each entity will have a managing account for each type of account (one for sponsored and one for ghost).
- Each account will roll up under a managing account depending on what type of account it is.

# Reviewing Responsibilities

- Be aware of all of the cardholder's responsibilities.
- Monitor/review the cardholder activities weekly.
- Make sure cardholder is in compliance with the authorized uses of the card.

# Reviewing Responsibilities

- Maintain or assist in maintaining all documentation on all purchases.
- Make sure all accounting codes are appropriate for the card account.
- Assist in resolving any disputes on the cardholder account.
- Reconcile all accounts under Reviewers responsibility on a monthly basis.
- Communicate all questionable activity to Department Liaisons and/or State Credit Card Section.

# Explanation of the Reviewer Training

## Reviewer Responsibilities

- In order to be a reviewer you will need to be setup by DFA/OSP Credit Card Admin./Coordinator
- Reviewers will log onto the website at **<https://access.usbank.com>**
- The list on the left side of the page is called the high level task bar. As a reviewer, you have PA access to the Access Online site. Use these options to access the items needed to perform your reviewing tasks.
- The reviewer's tasks include verifying detailed receipts, making sure the correct cost center has been entered as well as internal order, GL code, and comments.

# Logging onto the system as a Reviewer

The screenshot shows the US Bank 'Welcome to Access Online!' login page. On the left, there is a sidebar with 'Contact Us' and 'Login' links. The main content area has the heading 'Welcome to Access Online!' and a prompt: 'Please enter the information below and login to begin.' Below this are three input fields: 'Organization Short Name:', 'User ID:', and 'Password:'. Each field has an annotation box with an arrow pointing to it. The 'Organization Short Name' box says 'Enter STAR as the Agency Short Name (Not case sensitive)'. The 'User ID' box says 'Enter your User ID'. The 'Password' box says 'Enter Password (the initial password is changeme01). The system will prompt you for a new password upon your first sign in.' Below the password field is a 'Login' button. At the bottom of the main area are links for 'Forgot your password?', 'Register Online', and 'Website/Browser Requirements'. The footer contains the slogan 'All of us serving you™' and copyright information '© 2010 U.S. Bancorp' on the left, and 'R031.00' on the right.

**usbank.** Welcome to Access Online!

Please enter the information below and login to begin.

Organization Short Name:  Enter STAR as the Agency Short Name (Not case sensitive)

User ID:  Enter your User ID

Password:  Enter Password (the initial password is changeme01). The system will prompt you for a new password upon your first sign in.

**Login**

[Forgot your password?](#)

[Register Online](#)

[Website/Browser Requirements](#)

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# Transaction Management

The screenshot shows the U.S. Bank Access Online web application. The browser's address bar displays "Welcome To Access Online". The page header includes the "U.S. Bank Access® Online" logo on the left and "State of Arkansas" on the right, with links for "Our Payment Products" and "Logout". A dark blue horizontal bar spans the width of the page, labeled "High Level task bar". Below this bar, the "usbank." logo is on the left, and a "Message(s) from U.S. Bank" section is on the right. The message text reads: "Welcome to the new look and feel of Access Online! The innovative design will provide an enhanced user experience and will not change the way you operate in the system. Access your payment solutions anytime, anywhere with Access Online". Below the message is a "Language Selection:" dropdown menu currently set to "English". On the left side of the page, there is a vertical navigation menu with links: "Account Administration", "Transaction Management", "Account Information", "Reporting", "Data Exchange", and "My Personal Information". Below these links are "Home" and "Contact Us". A callout box points to the "Transaction Management" link with the text "Click on Transaction Management to continue". Another callout box points to the message section with the text "Check US Bank Message for special instructions". At the bottom of the page, the slogan "All of us serving you™" is on the left, and the footer contains "© 2010 U.S. Bancorp", "R031.00b52.0", and "usb col 11".

U.S. Bank Access® Online

State of Arkansas

Our Payment Products Logout

**High Level task bar**

**usbank.**

**Message(s) from U.S. Bank**

Welcome to the new look and feel of Access Online! The innovative design will provide an enhanced user experience and will not change the way you operate in the system. Access your payment solutions anytime, anywhere with Access Online

Language Selection:

English

**Check US Bank Message for special instructions**

Account Administration  
Transaction Management  
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Data Exchange  
My Personal Information

Home  
Contact Us

**Click on Transaction Management to continue**

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# Enter the last name of the cardholder.

U.S. Bank Access® Online State of Arkansas

[Our Payment Products](#) [Logout](#)

**usbank** Transaction Management  
Search and Select an Account

**Cardholder Account Search**

Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a cardholder account by first [Searching for a Managing Account](#).

Account Number:

Last Name:  First Name:

OR

Social Security Number:

OR

**Reviewers you will need to Enter Last Name of the employee you are going to monitor/review .**

**Click on search**

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# Choose the correct cardholder from the list

Transaction Management - Account Search

U.S. Bank Access® Online

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**usbank**

**Transaction Management**  
Search and Select an Account

**Cardholder Account Search**

Search for an account by Cardholder Account Number, Name, or cardholder account by first [Searching for a Managing Account](#).

Account Number:

Last Name:  First Name:

OR

Social Security Number:

OR

**Search**

Records 1 - 7 of 7

Product Name	Cardholder Name	Account Number	Account Status	Status Description
<a href="#">Purchasing Card</a>	G	424		""-OPEN
<a href="#">Purchasing Card</a>	G	424		""-OPEN
<a href="#">Purchasing Card</a>	G	424		""-OPEN
<a href="#">Purchasing Card</a>	G	424		""-OPEN
<a href="#">Purchasing Card</a>	G	424		""-OPEN
<a href="#">Purch Card</a>	LI	424		T9-TERMINATED
<a href="#">Purch Card</a>	W	424		""-OPEN

Records 1 - 7 of 7

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Choose the cardholder you wish to review or reconcile.

If there is only one cardholder with that last name, only one will show up. If there is more than one, it will look like this.

Click on the underline area

Blocked for security reasons.

Choose the billing cycle. The billing cycle generally runs from the 16<sup>th</sup> of the month till the 15<sup>th</sup> of the next month unless the 15<sup>th</sup> falls on a weekend day. If that occurs, the close of the cycle will be on the next working day.

U.S. Bank Access® Online

Account Administration

Transaction Management

- Managing Acct List
- Card Account List
- Transaction List

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Transaction Management

Card Account Summary with Transaction List

Product: Purchasing Card

Card Account Number: [REDACTED]

Managing Acct List

Card Acct List

» Trans List

[-] Card Account Summary

Account Number: [REDACTED]

Account Name: [REDACTED]

Billing Cycle Close Date:

Open

Search

Total Transactions:

\$70.74

2

Reallocated Transactions:

\$42.99

1

% Reallocated Transactions:

60.7%

50.0%

Open Account

[+] Search Criteria

[-] Transaction List

Return to top

Records 1 - 2 of 2

Check All Shown

Uncheck All Shown

Select	Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
<input type="checkbox"/>		04/19	04/20	ARK REV DIV TAG RNW WEB	800-776-2980, AR	\$27.75		ARWS00004192661
<input type="checkbox"/>		04/14	04/16	VERIZON WRLS P2897-01	LITTLE ROCK, AR	\$42.99		

Reviewed

Disputed

Reallocated

Trans Detail Level

Check All Shown

Uncheck All Shown

Records 1 - 2 of 2

Reallocate

Mass Reallocate

Change Review Status


Once in the cardholder account, choose the billing cycle you are interested in.

OPEN means charges in the current month. If you are reconciling or reviewing for the previous billing cycle, choose the previous date.

Previous month's transactions can still be reconciled 6 days after the billing cycle closes.

When reconciling the transactions the GL has to be changed to a correct GL to post in AASIS. Click on an transaction you are reconciling

Once a transaction has been selected, there are normally 4 tabs.



Transaction Management

Transaction Detail

Product: Purchasing Card

Card Account Number: \*\*\*\*\*

[Switch Products](#)

[Switch Accounts](#)

Managing Acct List

Card Acct List

Trans List

Transaction Management

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- Transaction List

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Transaction Summary

Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	04/19	04/20	ARK REV DIV TAG RNW WEB	800-776-2980, AR	\$27.75	II	ARWS00004192661	

Disputed

II

III

Trans Detail Level

Reallocated

Summary

Allocations

Tax Data

Comments

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.

To initiate a dispute, click the "Dispute" button.

Transaction

Date: 04/19/2010

Purchase ID: ARWS00004192661

Total Amount: 27.75

Memo Post: Yes

Sales Tax: 0.00

Freight:

Reference Information

Billing Cycle: Open

Posting Date: 04/20/2010

Reference Number: 244939

Authorization Number: 057282

Extract Date(s)

Most Recent Standard

Financial Extract:

General Ledger Extract:

Payment Extract:

Currency

Billing Currency: U.S. Dollar

Source Currency: U.S. Dollar

Source Currency Amt: 27.75

Merchant

Name: ARK REV DIV TAG RNW WEB

City/State: 800-776-2980, AR

Transaction Type: SALES DRAFT

MCC Code: 9399

MCC Description: GOVERNMENT SERVICES-OTHER

The summary tab has general information. You do not need to do anything here.

Allocations tab is where the General Ledger number must be changed from the default to the Correct GL. This is a critical element this **MUST** be changed. Scroll all the way to the right to see all of the fields.

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State of Arkansas

Our Payment ProductsLogout

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Transaction Management

Transaction Detail

Product: Purchasing Card

Card Account Number: \*\*\*\*\*

Switch Products

Switch Accounts

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Transaction Summary

Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	04/19	04/20	ARK REV DIV TAG RNW WEB	800-776-2980, AR	\$27.75	II	ARWS00004192661	0610 383201 5020007000

Disputed

Trans Detail Level

Reallocated

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The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

Allocation Source: Default Acct Code Last Changed by: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)				
			BUSINESS AREA (4)	COST CENTER (10)	GENERAL LEDGER (17)	INTERNAL ORDER (12)	WBS (24)
<input type="checkbox"/>	\$ 27.75	OR 100.00%	0610	3	5020007000		

Remove

Total Allocated: \$ 27.75 100.00%

Amount Remaining: \$ 0.00 0.00%

Apply Accounting Code: 

Apply

Additional Allocation(s): 1 

Add

Note: Rows marked for deletion are subtracted

Save Allocations

When you have change the GL and internal order if needed remember to SAVE allocations

<< Back to Transaction List

# Save Allocations

U.S. Bank Access® Online
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Our Payment Products Logout

**Transaction Management**  
Transaction Detail

Product: Purchasing Card  
Card Account Number: \*\*\*\*\*

Managing Acct List Card Acct List

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• Card Account List  
• Transaction List

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Transaction Summary

Status	Trans Date	Posting
	04/19	04/20

Disputed II III Trans Detail

Summary Allocations Tax Data Comments

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button. After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

Allocation Source: Default Acct Code Last Changed by: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)				
			BUSINESS AREA (4)	COST CENTER (10)	GENERAL LEDGER (17)	INTERNAL ORDER (12)	WBS (24)
<input type="checkbox"/>	\$ 27.75	OR 100.00%	0610	383202	5020007000		

Remove

Total Allocated: \$ 27.75 100.00%

Amount Remaining: \$ 0.00 0.00%

Apply Accounting Code:

Additional Allocation(s):

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Windows Internet Explorer

?

Access Online

The allocations have been modified. Leaving this tab will discard the changes.  
Do you want to proceed without saving?

If changes are not saved this pop up will appear on your screen.

Base ID

00004192661 0610|383201|5020007000 |||||

<< Back to Transaction List

The tax tab is not generally used. It will tell a reviewer whether tax was reported.

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Transaction Detail

Product: Purchasing Card  
Card Account Number: \*\*\*\*\*

Switch Products  
Switch Accounts

Managing Acct ListCard Acct ListTrans List

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	E	Purchase ID	A	Accounting Code
	04/19	04/20	ARK REV DIV TAG RNW WEB	800-776-2980, AR	\$27.75	II		ARWS00004192661		

Disputed

II

III

 Trans Detail Level 

A

 Reallocated

SummaryAllocationsTax DataComments

The Tax Data tab provides the ability to view, add, or edit the tax data on a transaction. This tab can be used as a worksheet and a source of data for your tax application.

Shipping from Information

Ship from State:

AR

Ship from Postal Code:

72202

Ship from Source: Visa

Shipping to Information

Ship to State:

AR

Ship to Postal Code:

722032485

Ship to Source: Visa

Freight

Freight Implied:☐

Amount Reported:

Source:

Destination

Destination Code:

Source:

Merchant

Merchant Legal Name: INTERNATIONAL BUSINESS

State: AR

Postal Code: 722020000

Merchant Tax ID: 130871985

Taxability

Taxability:

Source:

Tax

Tax Implied:☒

Amount Reported:

Source: Visa

Usage

Usage Code:

Source:

Save Tax Data


[<< Back to Transaction List](#)

In the comments tab the cardholder or reviewer should enter a description of the items purchased. This is the only method to tell what was purchased

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Transaction Management

Transaction Detail

Product: Purchasing Card

Card Account Number: \*\*\*\*\*

[Switch Products](#)

[Switch Accounts](#)

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Transaction Summary

Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	04/19	04/20	ARK REV DIV TAG RNW WEB	800-776-2980, AR	\$27.75	II	ARWS00004192661	

Disputed

II

III

Trans Detail Level

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Comments

The Comments tab provides the ability to enter comments specific to your organization that enable the gathering of additional information about a transaction.

Comments

Additional Comments

Internal Audit

Save Comments

Enter brief information about the purchase in the “Comments” field.

<< Back to Transaction List

# Card Account Statements

U.S. Bank Access® Online State of Arkansas

[Our Payment Products](#) [Logout](#)

**usbank.** **Account Information**  
**Cardholder Account Statement**

Card Account Number: \*\*\*\*\* [REDACTED] [Switch Accounts](#)

To view a statement, select a cycle and click the "View Statement" button. Please note: The statement cannot be used for remittance of payment; it is for display purposes only.

Select Billing Cycle:  
04/15/10 ▼

[View Statement](#)

**To print statements click on account information**

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# Cardholder Account Statements

U.S. Bank Access® Online State of Arkansas

[Our Payment Products](#) [Logout](#)

**usbank.** **Account Information**

Card Account Number:  [Switch Accounts](#)

**Statement**

View account statement(s).

- [Cardholder Account Statement](#)
- [Managing Account Statement](#)
- [Diversion Account Statement](#)

**Account Profile**

View account demographics, limits, accounting code, and other related information.

- [Cardholder Account Profile](#)
- [Managing Account Profile](#)
- [Diversion Account Profile](#)

**Account Administration**  
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# Checking cardholder credit limits. Click on account profile.

U.S. Bank Access® Online State of Arkansas

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**usbank** **Cardholder Account Profile**  
Account Summary

Card Account Number: \*\*\*\* \* [Switch Accounts](#)

Select an item below to view its contents. You can also [View a Managing Account](#)

<p>Account Administration</p> <p>Transaction Management</p> <p>Account Information</p> <ul style="list-style-type: none"><li>• Statement</li><li>• <b>Account Profile</b></li></ul> <p>Reporting</p> <p>Data Exchange</p> <p>My Personal Information</p> <hr/> <p>Home</p> <p>Contact Us</p>	<p><a href="#">Demographic Information</a> View account name, address, and contact information.</p> <p><a href="#">Account Information</a> View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.</p> <p><a href="#">Default Accounting Code</a> View the default accounting code assigned to the account.</p>	<p><a href="#">Authorization Limits</a> View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.</p> <p><a href="#">Account Authorizations</a> View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.</p> <p><a href="#">Financial History</a> View the account 12-month history, 7-year history analysis, and 7-year history.</p>
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# Click on Authorization Limits

U.S. Bank Access® Online State of Arkansas

[Our Payment Products](#) [Logout](#)

**usbank.** **Cardholder Account Profile**  
Account Summary

Card Account Number: \*\*\*\*\*3[REDACTED] [Switch Accounts](#)

Select an item below to view its contents. You can also [View a Managing Account](#)

<a href="#">Demographic Information</a> View account name, address, and contact information.	<a href="#">Authorization Limits</a> View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.
<a href="#">Account Information</a> View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.	<a href="#">Account Authorizations</a> View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.
<a href="#">Default Accounting Code</a> View the default accounting code assigned to the account.	<a href="#">Financial History</a> View the account 12-month history, 7-year history analysis, and 7-year history.

[Account History](#)

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# Viewing Credit Limits

U.S. Bank Access® Online

State of Arkansas

Our Payment Products Logout



**Cardholder Account Profile**  
Authorization Limits

Card Account Number: \*\*\*\*\*3

**Authorization Limits**

Credit Limit:	2,000.00
Single Purchase Limit:	0.00
Available Credit:	1,929.26
Fiscal First Month:	1

**Standard Velocity Limits**

	Limit	Total
Daily Dollar:	0.00	0.00
Daily Transaction:	0	0
Cycle Dollar:	0.00	27.75
Cycle Transaction:	0	1
Monthly Dollar:	0.00	1,038.24
Monthly Transaction:	0	3
Quarterly Dollar:	0.00	1,038.24
Quarterly Transaction:	0	3
Yearly Dollar:	0.00	2,296.19
Yearly Transaction:	0	20

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At any time monthly limits need to be raised or lowered, the agency liaison(s) will need to contact via email both Norma Little and Jeff Spears.

# Running a monthly report – Go to Reporting/Financial Management/Transaction Detail

The screenshot displays the U.S. Bank Access Online interface for the State of Arkansas. The top navigation bar includes the bank's name and a 'Logout' link. The main content area is titled 'Financial Management' and is divided into two columns: 'Order Management' and 'Transaction Management'. The 'Order Management' column contains links for 'Full Transaction and Order Detail' and 'Order Detail'. The 'Transaction Management' column contains links for 'Account Allocation', 'Extract Reconciliation', 'Managing Account Approval Status', and 'Transaction Detail'. A left-hand sidebar lists various account management functions, including 'Reporting', which is highlighted with a blue box. A blue callout box with white text and arrows points to the 'Reporting' link in the sidebar and the 'Transaction Detail' link in the main content area, providing instructions on how to navigate to the report.

U.S. Bank Access® Online

State of Arkansas

Our Payment Products Logout

**usbank.** Financial Management

**Order Management**

[Full Transaction and Order Detail](#)  
Full expenditure detail, including transaction, line item, order, account allocation, and tax estimation information.

[Order Detail](#)  
Order detail information.

**Transaction Management**

[Account Allocation](#)  
Account allocation and reallocation detail by accounting code.

[Extract Reconciliation](#)  
Summary of transactions by account that have been extracted versus statemented.

[Managing Account Approval Status](#)  
History of Managing Account and Cardholder Account statement approvals.

[Transaction Detail](#)  
Detailed transaction data including merchant detail, allocation (accounting code) information, and transaction log data.

Account Administration  
Transaction Management  
Account Information  
**Reporting**  
• Program Management  
• Financial Management  
• Supplier Management  
• Tax and Compliance Management  
• Administration  
• Report Scheduler  
• Flex Data Reporting  
Data Exchange  
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Click on Reporting next  
click on  
Financial Management  
then click on Transaction  
Detail

# Select Posting Date Range and set Start and End Date range....

U.S. Bank Access® Online

State of Arkansas

[Our Payment Products](#) [Logout](#)



## Financial Management Transaction Detail

By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.

\* = required

### Date

☐ Cycle Close Date Range: ☐ Calendar Month Range: ☒ Posting Date Range: ☐ Transaction Date Range:

☐ Enable Cycle Day

Start Date:

03/16/2010



to

End Date:

04/15/2010



### Transactions Included

Transaction Status:

☒ Reviewed Status:

All



☐ Approval Status:

Hold down the Ctrl key to make multiple selections.

All

Account Administration  
Transaction Management  
Account Information  
Reporting

- Program Management
- Financial Management
- Supplier Management
- Tax and Compliance Management
- Administration
- Report Scheduler
- Flex Data Reporting

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# Scroll down and select Display Transaction Comments and Display Allocation Detail

## Additional Detail

- ☒ Display Transaction Comments ☒ Display Allocation Detail

## Merchants

- ☒ Merchant Category Code Group:  
Hold down the Ctrl key to make multiple selections.
- \*\*1099 MCC  
\*Bus Lines  
\*DHS - JW/Grad
- ☐ Merchant Category Codes:  
To limit the results from the default of "all," enter a MCC or search. Separate multiple MCCs by a comma and no spaces.
- [Search for Codes](#)
- ☐ Merchant Names:  
To limit the results from the default of "all," enter a full or partial "begins with" merchant name and add it to the list.
- 
- 

## Select By

To limit the results from the default of "all," select one of the following and enter a full or partial "begins with" accounting code or alternate accounting code name (at least 3 characters).

- ☒ Accounting Code
- 
- ☐ Alternate Accounting Code Name \*
-

# Select Output and Run Report

Select the output of your report.  
We recommend PDF to attach the detail receipts.

**Report Output**

Excel

Output Parameter Page Placement:

Selection defines the location of the Parameter Page details

End

**Group Report By**

☒ Processing Hierarchy Position: \*

If selected, a processing hierarchy position is required.

Bank: Agent: Company: Division: Department:

1425

[Search for Position or Add Multiple](#)

☐ Account Number(s): \*

If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.

[Search for Accounts](#)

**Break/Subtotal Level**

- No Break/Subtotal -

Page Break:

☐ Yes ☒ No

Note: Page Break is applicable only if a Break/Subtotal Level is chosen.

Click Run  
Report

Run Report

Reset

Create Scheduled Report

[<< Back to Financial Management](#)

# Tips

- Always email both [jeff.spears@dfa.arkansas.gov](mailto:jeff.spears@dfa.arkansas.gov) and [norma.little@dfa.arkansas.gov](mailto:norma.little@dfa.arkansas.gov) to ensure your request is answered.
- Let us know as soon as possible of any employee turnover, extended leave time, or any circumstance which may put a travel card at risk for compromise.
- Please let us know of any comments or suggestions you may have.